

# Building Permit Application Checklist

## Swimming Pools

Building permits are required for any new construction, alteration, addition or demolition of a structure in the Regional District of Nanaimo.

The building permit application requirements in this document are not a comprehensive list.

*Only complete applications will be accepted for processing.*

*Please gather **all** required documents **before** applying through the online portal. Application Fees are **NON-refundable**.*

### DOCUMENTS

Required for all  
applications

- ☐ Building Permit Application Form
- ☐ Property Declaration Form
- ☐ Preliminary Planning Review Form or Islands Trust Review Declaration
- ☐ Building Permit Application Checklist
- ☐ Engineering Letters of Assurance
- ☐ Engineered Stamped and Sealed Drawings
- ☐ Architectural and / or Manufacturer's Plans

### SITE PLAN

Required for all  
applications.

Plans to show the listed  
items, as applicable.

- ☐ North Arrow
- ☐ Distances to Lot Lines
- ☐ All Other Buildings (Locate, Label and Show Size)
- ☐ Watercourses / Waterbodies (Locate and Distance to Building)
- ☐ Septic System Location
- ☐ Landscape Features (Retaining Walls, Pools, etc.)
- ☐ Driveway / Access / Lane
- ☐ Height Survey May be Required

### ADDITIONAL DOCUMENTS

Provide as applicable

- ☐ Appointment of Agent
- ☐ Development Permit / Variance Permit

### BUILDING PERMIT PROCESS

#### Application Review Steps

1. Applicant contacts Current Planning to obtain a preliminary planning review form (will require the site plan and property declaration form)
2. Applicant submits the building permit application documents through the [RDN CityView Portal](#). Please follow the link to set up your portal account
3. A building clerk reviews the online building permit application for completeness. If incomplete items are supplied or items are missing, an incomplete application letter will be issued to the applicant and application will be placed On-Hold until all required documents have been received. This does not hold a spot in the queue until a complete application is received.
4. Upon the acceptance of a complete submission, the application will enter the plan check queue, pending review by a Building Official.
5. A Building Official will complete a site visit to review the location of the proposed work.

6. A Building Official completes a technical review of the submitted plans and documentation to ensure conformance with the BC Building Code and local bylaws. Where changes or additional information is required, a corrections letter will be sent to the applicant. The applicant will be required to address outstanding issues and required changes and submit all outstanding items in one submission through the portal.
7. A planner reviews the submitted plans for conformance with local zoning bylaws. The planner will contact the applicant or property owner directly with any concerns.
8. Once the permit application is approved and ready to issue, the applicant will receive an email to let them know the building permit is ready, with the outstanding fees and instructions to download the approved plans and documents. Approved plans and documents are identifiable by a "FIELD COPY" stamp. The permit is issued with the condition that the construction is to be done as per the approved drawings, permit conditions and BC Building Code.
9. All documents need to be printed in colour to be onsite for all inspections.

## BUILDING PERMIT COSTS

All permit applications require a current title search at the time of application.

Permit processing fees are non-refundable and shall be credited to the building permit fee prior to issuance

### Application Processing Fees

Permit processing fees are collected at application as per Bylaw 1595.01 and are based on the construction value estimate (CVE):

Construction Value Estimate (CVE)	Processing Fee
Less than or equal to \$20,000	\$150
\$20,001 - \$50,000	\$450
\$50,001 - \$100,000	\$500
Over \$100,000	\$1,000

Other Charges	Processing Fee
Title Search Fee	\$25

### Building Permit Fees

Permit, inspection and additional fees are stipulated by Bylaw No 1595.01, 2025 and can be found at [Building Permit Application Fees | RDN](#).

## RESOURCES AND CONTACT DETAILS

RDN Online Portal		RDN CityView Portal
Current Planning	250-390-6510	planning@rdn.bc.ca
Building Inspections	250-390-6530	building@rdn.bc.ca
Islands Trust	250-247-2063	northinfo@islandstrust.bc.ca
Island Health	250-739-5800	info@islandhealth.ca
Technical Safety BC (Electrical and Gas Permits)	1-866-566-7233	Permits   TSBC ( <a href="#">technicalafetybc.ca</a> )
Agricultural Land Commission	1-800-663-7867	ALCBurnaby@victoria1.gov.bc.ca